

Assessment Section

How to complete the pre-course study workbook

There are several ways of completing the workbook. Whichever way you choose to do the pre-course study, you must take evidence that you have completed it, to the practical session to show your trainer. Examples are given below.

EBook (computer workbook)

1. Print the quiz pages and complete.
2. Write your name at the top of each page in case they get separated.
3. **Take the quiz pages to the practical session and present them to your trainer as evidence of your pre-course study.**

Hardcopy (printed workbook)

1. Complete the quiz in the book.
2. **Take the workbook to the practical session and present them to your trainer as evidence of your pre-course study.**

Don't forget to also take all the other requirements, such as ID, to your practical session!

Examples of ID include at least one of the following:

- Australian Driver Licence or Passport;
- Birth Certificate;
- Medicare Card;
- Citizenship Certificate.

USI Number

It is a government requirement to have a unique student identifier (USI number) for your certificate to be issued on completion of your first aid course. We recommend you obtain one before you go to your practical session. This number is unique to you and it will be required for most courses you do. It is easy to obtain one, just go to www.usi.gov.au and follow the instructions. Once you have your number, write it below so you will have it for your practical session.

Personal details

Full name:	USI																		
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I, the above named, declare that I completed the answers myself, without assistance from anyone else. I understand that this quiz must be presented to my trainer at my practical session.

Signature:	Date:
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Knowledge Quiz

Complete the entire quiz and take it to the practical session.

Please note: the quiz is not part of your final assessment. Your trainer will provide you with the final assessment at the end of your practical session.

Select (✓) True or False for the following statements:

1	The First Aid Code of Practice determines the requirements for first aid training and first aid kits in the workplace.	<input type="checkbox"/> True <input type="checkbox"/> False
2	The Australian Resuscitation Council provides guidelines for how first aid should be delivered.	<input type="checkbox"/> True <input type="checkbox"/> False
3	A first aider should always ensure that their skills are current, never go beyond their limitations and be aware of available stress management assistance if support is required.	<input type="checkbox"/> True <input type="checkbox"/> False
4	Gaining consent to provide first aid to an injured casualty who is conscious is not necessary.	<input type="checkbox"/> True <input type="checkbox"/> False
5	When providing first aid, you should ignore anything dangerous and don't worry about protecting yourself. You must always help, even when the area is unsafe.	<input type="checkbox"/> True <input type="checkbox"/> False
6	The best outcomes for a casualty in cardiac arrest is when the ambulance is called urgently, CPR is performed, defibrillation and advanced care is carried out as quickly as possible. This is called the chain of survival.	<input type="checkbox"/> True <input type="checkbox"/> False
7	Once you start CPR, you should try to continue until help arrives or go for as long as you can.	<input type="checkbox"/> True <input type="checkbox"/> False
8	Pain in the chest area radiating to your arms and feeling sick, could be symptoms of a cardiac episode or heart attack. Call an ambulance immediately.	<input type="checkbox"/> True <input type="checkbox"/> False
9	A defibrillator should only be used according to the manufacturer's instructions.	<input type="checkbox"/> True <input type="checkbox"/> False
10	You <u>do not</u> need to continually monitor and re-evaluate the casualty's illness or injury after you have done the initial examination.	<input type="checkbox"/> True <input type="checkbox"/> False
11	The Australian Resuscitation Council states that CPR should be completed by rotating 30 compressions and 2 rescue breaths. However, if you are unable or unwilling to do the rescue breaths, you can do compressions only CPR.	<input type="checkbox"/> True <input type="checkbox"/> False
12	After providing first aid in a workplace, a first aider should always ensure that they report incident details as accurately as they can to their supervisor as soon as possible.	<input type="checkbox"/> True <input type="checkbox"/> False
13	A first aider should be aware of the possible psychological effects, such as stress, when an incident happens. They should seek assistance when necessary and may find great benefit in attending a debriefing meeting with colleagues or a professional.	<input type="checkbox"/> True <input type="checkbox"/> False
14	Using good manual handling skills to avoid injury during first aid means to: lift without bending over; not lift something that is too heavy for you; ask for help; avoid twisting the body.	<input type="checkbox"/> True <input type="checkbox"/> False
15	You discover a man lying on his back and is not responding. You can tell he is breathing because his chest is rising and falling and you can hear air escaping from his nose and mouth. You should turn him on to his side so his tongue doesn't block his airway and fluids drain away and do not enter his lungs.	<input type="checkbox"/> True <input type="checkbox"/> False

STOP HERE if doing CPR course only, continue for all other first aid courses.

16	Asthma should be treated as quickly as possible, using a blue/grey puffer preferably with a spacer device, to help relieve shortness of breath and a possible wheeze.	<input type="checkbox"/> True <input type="checkbox"/> False
17	A casualty has been cut on the arm and is bleeding. Apply pressure to help stop the bleeding, apply a pad with pressure, apply a firm bandage and restrict movement.	<input type="checkbox"/> True <input type="checkbox"/> False
18	Maintaining the casualty's privacy, maintaining confidentiality of records and information, displaying a respectful attitude towards all involved and gaining consent from the conscious casualty are very important concepts in providing first aid at work or in the community.	<input type="checkbox"/> True <input type="checkbox"/> False
19	A person's airway has become completely obstructed due to choking on a piece of apple. To help, alternate between 5 back blows and 5 chest thrusts until the object is expelled.	<input type="checkbox"/> True <input type="checkbox"/> False
20	A first aider should be aware that obstruction of breathing can occur in a person who is pinned down, or restricted whilst on their back, which could possibly cause suffocation.	<input type="checkbox"/> True <input type="checkbox"/> False

Name:.....

Please write your answers in the space provided under each picture (there are clues at the bottom):

21



This gentleman cannot smile or speak properly, he can't raise his right arm or right leg and he has a headache.

You should immediately call an ambulance because he could be having a

.....

22



This is a demonstration of a baby being treated for choking on an object.

What is the treatment for a choking baby?

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.....

.....

23



This casualty needs to be kept still and warm until an ambulance arrives. She is pale with a fast pulse rate, dizzy, thirsty, cold and clammy after a severe bout of diarrhoea and vomiting.

What could this first aider be treating this casualty for?

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24



What should you do before assisting this man?

Call the ambulance and.....

.....

.....

.....

25



The first aider is giving treatment by administering medication from a blue/grey puffer to be inhaled through a spacer.

What is this little boy being treated for?

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.....

.....

26



This rash indicates that the casualty is having an allergic reaction.

What should you do if they start having breathing difficulties and their tongue starts to swell?

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27



When should disposable gloves be used?

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28



What would this equipment be used for?

For protection against bodily fluids whilst giving.....

.....

.....

29



This is an automated defibrillator (AED).

It should only be used when a casualty is

.....

.....

Where possible, whenever providing first aid treatment.

Asthma.

Ensure safety and turn the power off.

Stroke.

Rescue breaths.

Unconscious, with no response and not breathing normally, or at all.

Shock.







5 back blows and 5 chest thrusts alternatively until the object is removed.

Give adrenaline using an auto-injector.

Name:.....

30	Please write in the space on the right. What telephone number would you use in Australia to call the emergency services, such as the ambulance, in an emergency?		
31	It is an assessment requirement of the First Aid Training Package to complete 2 minutes of CPR on the floor to pass the course and be awarded a statement of attainment.	<input type="checkbox"/> True – Attend the practical session <input type="checkbox"/> False – See your trainer	
32	Please tick the most appropriate box which best describes your situation.	<input type="checkbox"/> I have no pre-existing conditions that would stop me completing 2 minutes of CPR on the floor. I can attend the practical session and complete the assessment. <input type="checkbox"/> I have a condition/injury/disability that would make it difficult. I would have to practice CPR at the practical session in another manner (i.e. on a table instead of the floor), but I understand that I have to complete 2 minutes of CPR on the floor for assessment. <input type="checkbox"/> I cannot perform CPR techniques on the floor for 2 minutes, therefore I cannot pass the course. I can contact my trainer for more information.	
33	The Australian Government now requires all students to supply a Unique Student Identifier (USI) when attending a course.	<input type="checkbox"/> True – I have a USI, it is: _____ <input type="checkbox"/> False – See your trainer	

STOP HERE if you are doing Provide basic emergency life support only, continue for all other courses

<p>34</p>  <p>This person's tongue is pink and the skin appears normal. This is healthy.</p>  <p>Look at the second picture. When checking vital signs of an injured casualty, what does the colour of this pale tongue and skin indicate?</p> <p>.....</p> <p>.....</p>	<p>35</p>  <p>This person has been running his hand under cold water for 20 minutes.</p> <p>What type of injury does he have?</p> <p>.....</p> <p>.....</p> <p>Should he remove his ring?</p> <p>.....</p> <p>.....</p>	<p>36</p>  <p>This is a minor wound. How would you treat this casualty?</p> <p>Put on gloves, make the casualty comfortable and then.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>37</p>  <p>Looking at how the casualty is being treated, what injury do you suspect this person might have?</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>38</p>  <p>This lady is unconscious. Her body position caused an airway obstruction and now she is not breathing and is not responsive. She needs CPR.</p> <p>You do this by positioning her....</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>39</p>  <p>It is a very hot day and this lady has collapsed whilst gardening in the backyard. The first aider is giving her sips of water.</p> <p>She could be....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>For 30 compressions then 2 rescue breaths. Dehydrated. The casualty has suffered blood loss. A spinal Injury.</p> <p>A burn. Clean with water and antiseptic then cover with a sterile non-stick dressing. Yes, if the finger is not too swollen.</p>		

Name:.....

Some more True or False questions.....

40	A dislocation should be handled carefully because the bone has dislodged from the joint.	<input type="checkbox"/> True <input type="checkbox"/> False
41	A young man was hit in his stomach with a blunt object and has suffered an abdominal injury. He is pale, cold and clammy and his pulse is racing. He would not be suffering from shock.	<input type="checkbox"/> True <input type="checkbox"/> False
42	There may be potential hazards when providing first aid such as, manual handling injuries, risk of infection, hazardous substances, fires, dangerous goods, chemicals, needle stick injuries, glass etc.	<input type="checkbox"/> True <input type="checkbox"/> False
43	A casualty is found in a swimming pool floating face down and unconscious. After calling for help and ensuring it is safe, quickly remove from the water and roll on to his/her side to clear the airway of obstructions or water and if they are not breathing, start CPR immediately.	<input type="checkbox"/> True <input type="checkbox"/> False
44	It is suspected that a casualty has suffered a spinal injury whilst playing sport. The first aid officer should immediately remove the casualty from the field to allow the game to continue.	<input type="checkbox"/> True <input type="checkbox"/> False
45	A female friend who is a known diabetic appears to be confused, sweating and not making any sense. If she can safely swallow, give her lollies or food and keep an eye on her.	<input type="checkbox"/> True <input type="checkbox"/> False
46	A casualty who is suffering from dehydration needs extra fluid intake.	<input type="checkbox"/> True <input type="checkbox"/> False
47	A casualty who is suffering from a severe cold injury should be rewarmed slowly.	<input type="checkbox"/> True <input type="checkbox"/> False
48	A farmer got dust in his eye whilst working. The eye should be gently washed.	<input type="checkbox"/> True <input type="checkbox"/> False
49	A casualty is unconscious and not breathing after being heavily tackled during a football game. You should move him into position to start CPR even though he may have a spinal injury.	<input type="checkbox"/> True <input type="checkbox"/> False
50	You are providing first aid for a casualty whilst he is lying on the ground. He has broken his leg but has no other injuries. He tells you he feels like he is going to vomit. You should assist him to lean on to his side to protect his airway.	<input type="checkbox"/> True <input type="checkbox"/> False
51	Any unconscious casualty who is breathing normally should be placed on their side.	<input type="checkbox"/> True <input type="checkbox"/> False
52	Signs of hyperthermia (hot) may include an elevated body temperature and hot dry skin. Heat stroke (very hot) is serious, casualties should be cooled down as quickly as possible.	<input type="checkbox"/> True <input type="checkbox"/> False
53	The name of the bandaging technique used to reduce/stop the flow of the venom after a person has been bitten by a snake is called the Pressure Immobilisation Technique.	<input type="checkbox"/> True <input type="checkbox"/> False
54	A sprained ankle or a strained muscle should NOT be treated with ICE.	<input type="checkbox"/> True <input type="checkbox"/> False
55	Burns should be immediately treated with water.	<input type="checkbox"/> True <input type="checkbox"/> False
56	Having a defibrillator in a workplace or shared between a number of workplaces, is vital in giving a cardiac arrest casualty every chance of survival.	<input type="checkbox"/> True <input type="checkbox"/> False
57	Signs of hypothermia (very cold) include reduced body temperature and confusion.	<input type="checkbox"/> True <input type="checkbox"/> False

Great, you have finished your quiz! What next?

Please take the Assessment Section to the 'face to face' Practical Session and present to your trainer.

Practical Assessment

You are now required to attend a practical session where you will learn first aid skills, techniques and procedures.

As an assessment of your ability to perform these skills, you will be required to demonstrate performance evidence of certain first aid treatments. Your trainer will provide a number of scenarios set in community and/or workplace settings and ask you to demonstrate a response. The trainer will also be asking questions throughout your demonstrations to confirm your knowledge on the subject. Your trainer/assessor will then be required to make observations to confirm your knowledge and skills.

There will also be a number of skills that you will be asked to demonstrate at your practical session. These tasks will not involve any complex scenarios and will simply be used to demonstrate your understanding of the required procedure.

You will be provided with all the required resources such as manikins for CPR, AED, bandages, infection control items, training devices e.g. adrenaline auto-injector asthma puffer and spacer etc.

The Allens Training website has a number of short videos covering these practical skills. These may be beneficial for you to view prior to attending your practical session to help understand what is expected of you. These can be accessed at allenstraining.com.au

Examples of skills	Course			
	Provide CPR	Provide basic emergency life support	Provide first aid	Other first aid related courses
Recognise and respond to an emergency	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Managing first aid risks & hazards	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
First aid ethics and principles	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Casualty assessment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Safe manual handling	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Verbal reporting	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Debriefing and self-evaluation			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Manage an unconscious breathing casualty	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
CPR including AED - adult & infant casualty	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Asthma		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Anaphylaxis		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Bleeding		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Choking and airway obstruction		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Shock		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Sprains and strains			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Burns			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Convulsions/seizures			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Snake or spider bite			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Fractures			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Poisoning				<input checked="" type="checkbox"/>
Head and spinal injuries				<input checked="" type="checkbox"/>
Verbal and secondary surveys including vital signs				<input checked="" type="checkbox"/>
CPR including AED – child or with a BVM				<input checked="" type="checkbox"/>
Workplace procedures & reports				<input checked="" type="checkbox"/>